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# Memorandum

TO : Acting Director of Logistics

DATE: 3 April 1963

FROM : Acting Chief, Real Estate and  
Construction Division, OL

OGC HAS REVIEWED.

SUBJECT: Monthly Activity Report

## 1. Administration

a. A recent inquiry to Mr. Charles Costella, Chief, Buildings Management Division, Public Buildings Service, Region 3, disclosed that a contract has been awarded for the construction of that part of the Potomac River Interceptor Sewer which will roughly parallel Ohio Drive and lie immediately to the West of Alcott Hall, R&S, and Quarters Eye; actually between the buildings and the existing security fence which will be relocated close to the buildings. Construction is to start at the southbound 14th Street Bridge and should reach the area of our buildings in July 1963. This information has been passed to the Chief, Physical Security Division, Office of Security; Chief, Admin Staff, OL; and Chief, Logistics Services Division, OL.

b. An operational test of the main emergency power facilities (two 2000 KW generators) was conducted on Sunday, 24 March 1963. It was agreed that the test pointed up deficiencies in operation design and in the training of General Services Administration operating groups in the operation of diesel generators and load dispatching. The problems disclosed by the test will be given further study and consideration in coordination with VEPCO, General Electric Co., GSA and engineers of the division. A second test is tentatively scheduled for Sunday, 28 April 1963. The RE&CD will prepare an Agency notice for publication at least two weeks in advance of the test. Certain obvious deficiencies can be corrected at once, such as providing adequate lighting in the elevators while they are operating on emergency power.

No deficiencies or problems were reported from areas with equipment supported by the U. P. S. generators.

c. The Chief, Audit Staff, submitted a report of audit of procedures and controls of the RE&CD for the period 1 July 1961 to 31 December 1962. The audit disclosed that these procedures and controls are generally satisfactory. Several minor recommendations were made. The division is in general accord with these recommendations and will proceed to implement them.

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d. It has been agreed that an A&E will prepare plans and specifications for the additional lighting facilities at the West Parking Lot. These will be turned over to PBS, Region 3, to contract the work. An estimated completion date is somewhere between 15 July and 1 August.

e. The construction of the three softball diamonds on the area turned over to us by Bureau of Public Roads along Route 193 will be contracted by CIA. This procedure was approved by the Office of General Counsel [redacted]. This construction is to be funded from non-appropriated funds and we accordingly can dispense with advertising for competitive bids. It is estimated that the fields should be ready for use about 1 July 1963.

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f. Reports on the survey of the interim and long range space requirements of the Agency will be submitted from time to time by the Chief, Planning Staff, OL.

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2. Construction and Utilities Engineering Branches

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a. Headquarters

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(a) Beneficial occupancy occurred on 1 January 1963. Contractor assisting in installation of equipment and correcting defects and omissions.

(b) Design of high-pressure steam line for emergency service to building awarded to DMJM by GSA. Estimated cost of steam line - \$85,000. New line to be operable by 1 September 1963.

(2) Recreation Area, Langley, Va.: The Bureau of Public Roads has granted to the Agency a use permit for a plot of land adjacent to Highway No. 193. Plans and specifications are to be completed by 8 April. Contract negotiations are to be handled by RECD. The fields should be available for use in late June.

✓ (3) Central Building/TSD: Contract award - \$284,000. Actual completion is 20 percent, approximately 13 percent behind schedule. GSA has requested that the contractor expedite the remaining work.

(4) Air-conditioning for TSD [redacted] area are substantially complete. TSD project on market 4 April for bids. Cost estimates prepared by GSA indicate cost combined project approximately \$100,000.

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(5) Headquarters Building

(a) Survey for signal system for medical area; requirements being discussed with occupants. Layout of system will be made by RECD.

(b) Investigation of cause of recent power blackout indicated that power surge due to a fault on the VEPCO system caused relays to operate on Agency breakers, cutting off power.

(c) Technical coordination with Logistics Services Division and drawings for miscellaneous air-conditioning, heating, and ventilation installations in various rooms.

(d) RECD/UEB recommends additional air conditioners in signal center of OSA.

b. [redacted]

(1) Emergency Generator, [redacted] Contract award - \$53,438. Project is complete. Request for final payment is being processed.

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